

Riverview Psychiatric Center

Executive Leadership
Date: October 25, 2006

Committee Members Present:

- √ David Proffitt, Superintendent
- √ William Nelson, Medical Director
- √ Lauret Crommett, Nursing Director
- √ Bob Patnaude, Safety Director
- √ Barbara Sylvester-Pellett, CPI Director/Risk Management
- √ Brian Daskivich, Deputy Superintendent/Programs
- √ Teresa Mayo, Psychology Director
- √ Terry O'Neal, Admission Coordinator
- √ Lucia Nadeau, Personnel Officer
- √ Stephanie George-Roy, Director of Social Work
- √ Jamie Morrill, Deputy Superintendent/Administrative Ser.
- √ Holly Dixon, Peer Support Coordinator

Guests:

Minute Recorder: Charlotte Lalime

Next Meeting: November 1, 2006

Minutes Approved:

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Review of Minutes	Approved as amended		C. Lalime
Superintendent's Report	David discussed an incident report regarding an RN complaint about a possible diagnosis of TB in one of our clients. This diagnosis was later ruled out, but her complaint was that they did not have adequate protective equipment. Staff needs to have access to proper protective equipment. Another issue is that this client was secluded to their room with no seclusion/restraint order initiated	Lauret will investigate this and assure a protocol is available to follow. Lauret will also assure that staff have access to proper protective equipment. Lauret will work with Sheila Andrews in Central Supply regarding equipment. Lauret will report back to David and Dr. Nelson on what	L. Crommett

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	<p>David states that we need to look at the performance of department heads and ways they could assist to improve outcome performances.</p> <p>Our Performance Improvement practices will be changed in order to assure that department heads receive this information.</p> <p>David requests that another Executive Leadership be scheduled for next Wednesday in order to discuss organizational structure.</p>	<p>is needed for staff as far as equipment and also submit a final investigative report.</p> <p>Ongoing</p> <p>Informational</p> <p>Executive Leadership Meeting on November 1st.</p>	D. Proffitt
Medical Director Update	<p>Dr. Nelson reports for the MEC on various areas of concern with MIS. There is still no satellite hook-up. Still waiting for the Medex system to be available on Windows so physicians would have access to pharmacy data. Continue to have lab issues. The physicians are still asking for an electronic medical record.</p> <p>Dr. Nelson explains that our first batch of flu vaccine is in and we are waiting for the 2nd shipment. 400 doses have been ordered for the hospital. Four clinics are also being offered in this area.</p> <p>Continue to meet weekly on pandemic information. Recent thinking is that any issue will probably not arise until 2008.</p>	<p>Informational</p> <p>Dr. Nelson reports he will arrange another meeting with Maine General Medical Center regarding access to their system.</p> <p>Informational</p> <p>The Medical Staff will assure clients are vaccinated.</p>	<p>Dr. Nelson</p> <p>Dr. Nelson</p>

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	The infection control position is being shifted to Drs. Castellanos and Davis.	Lauret to schedule meeting to discuss transition.	L. Crommett
Labor Management	Lucia will be scheduling a Labor Management meeting today.	Noted	L. Nadeau
Infection Control	No report at this time.		
Environment of Care/Safety	Bob reports on activities currently in progress: Work station being installed on LK. The fence in the Lower Saco yard was completed yesterday. Weather permitting; the center courtyard berm will be moved next week.	Informational	
Human Resources	As a result of our last Labor Management meeting, Lucia was asked to review the MHRT/C for MHW III. After reviewing the job specifications for MHW III, we are within our rights to offer MHRT as our departmental approved training program for all MHW III's.	Informational	
Behavior Response Committee	David asks that another staff be appointed if BJ is unable to attend.	Noted	
Clinical Council	No report. Dr. Mayo adds that we have acquired the COSIG grant, about \$25,000. She adds that it appears we are the only State hospital that has become a site. Teresa states she believes we will have a lot of leeway as far as allocation of the funds.	Dr. Mayo will be attending an organizational meeting in December for more information	Dr. Mayo
Budget	The 9th pay period dated 10/25/06 of FY2007 now shows a surplus	Informational	

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	of \$37,394.97. The accumulated surplus through the Fiscal Year is now projected to be \$519,304.78. The overtime for pay period 10/11/06 was \$30,783.78. The accumulated overtime for FY2007 is \$272,790.80. The expenditures for general operations through 10/25/06, is now \$3,716,730.25. Revenue through 10/25/06 is now \$362,309.70. Revenue through October is \$28,976 ahead of projections.		
Nursing Update	<p>Nursing Leadership met yesterday and David joined them for part of their meeting. David discussed the restraint policy and his concern that staff provide varying levels of support to our clients.</p> <p>Lauret reports that there are currently two pilot projects underway: 1. comprehensive treatment plan and 2. change in our care delivery with the moving of RNs from the medication rooms – not underway as yet.</p> <p>Working on reviewing/updating the Provision of Care function in the hospital policy manual.</p> <p>Donna Hammeren-Meader will be starting as our new UM nurse.</p>	<p>Informational</p> <p>Informational</p> <p>Ongoing</p> <p>Noted</p>	
Quality Council	No report at this time.		
CPI	No report at this time.		
P&T	No report at this time.		
Education	Lauret reports that 181 staff attended mandatory training last week, a very successful training event. BJ presented a program on fact finding for the Nods.	Angie will be scheduling a six-week leadership class for certain groups.	L. Crommett
Clinical Risk	BJ states that she needs a physician to chair the Risk Management	Informational	

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Management	Committee. This months meeting was canceled.		
Human Rights Committee	No meeting Holly notes that the comfort packs have been distributed.	Noted	
Staff Injury Reports	Injury to nurse. A MHW was kicked by a client. A MHW punched by client. Incident to staff injury from carrying a clipboard. Securitas was punched on jaw as going on unit.	Lauret currently investigating this incident and will report back. Lauret will review and report back. Lauret is currently investigating this incident and will report back. An ergonomic assessment was completed and staff received instruction on how to carry clipboard. Securitas will check with unit staff before entering.	L. Crommett L. Crommett L. Crommett J. Morrill J. Morrill

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Adjourned at 11:30			